DOCUMENT RESUME

ED 208 915 JC 810 608

AUTHOR Wright, Nancy Kirkpatrick
TITLE LSM I: Library Skills Module for English 131.
INSTITUTION Yavapi Coll., Prescott, Ariz. Learning Resources Center.
PUB DATE 81
NOTE 40p.

EDRS PRICE MF01/PC02 Plus Postage.
DESCRIPTORS College English; *College Libraries; Community Colleges; Learning Modules; *library Instruction; *Library Skills; Research Skills; Two Year Colleges

ABSTRACT

This learning module provides 11 lessons to acquaint English Composition I students at Yavapai College (YC) with the facilities and resources of the YC Library. After introductory material describing course requirements, providing instructions, and locating the campuses' libraries, Lesson I explains how to check out a book, put a book on hold, and return a book; discusses fines and lost materials; and illustrates the physical layout of the library. Lesson II explains how to locate a book in the open stacks. Lessons III and IV acquaint the students with the author, title, and subject approaches to monographs provided by the microfilm and card catalogs. Lesson V explains the Library of Congress classification system and includes a selected outline of its classes. Lessons VI, VII, and VIII introduce students to periodical indexes (e.g., the Reader's Guide), to book review sources, and to newspaper indexes (e.g., indexes to the New York Times and Christian Science Monitor). Lesson IX explains the use of YC Library's vertical file, which contains recent pamphlets, maps, and clippings. Lesson X describes the classification system for federal government documents, explains the use of the Monthly Catalog of the United States Government, and tells how to gain access to the YC collection of Arizona state documents. The final lesson discusses interlibrary loan procedures. Each lesson provides explanatory text and exercises. (KL)

****
* Reproductions supplied by EDRS are the best that can be made *
* from the original document. *
****

ED208915

LSM I

Library Skills Module For English 131

"PERMISSION TO REPRODUCE THIS MATERIAL HAS BEEN GRANTED BY

Nancy Kirkpatrick Wright

TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)."

U.S. DEPARTMENT OF EDUCATION
NATIONAL INSTITUTE OF EDUCATION
EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)

X This document has been reproduced as received from the person or organization originating it.

☐ Minor changes have been made to improve reproduction quality.

• Points of view or opinions stated in this document do not necessarily represent official NIE position or policy.

JC 810 608

LSM - I

Library Skills Module

For English 131

Yavapai College Learning Resources Center
Prescott, Arizona
1981

INTRODUCTION

This Library Skills Module (LSM) is designed to acquaint you with the facilities and resources of the Yavapai College Library. The knowledge you gain by successfully completing the assignments in this workbook will increase your competence in basic library skills which are needed by all college students.

Your workbook is divided into eleven lessons. Although you will be given a schedule of due dates, you are encouraged to complete the assignments in advance of the schedule dates.

Successful completion of the LSM is a requirement of the English Department for students enrolled in English 131 (Composition I) and English 133 (Composition I for Bilingual Students). Students may also fulfill this requirement by enrolling in LBA 111 for one unit of credit. Either the LSM or LBA 111 must be finished before students can receive a final grade in English 131 or 133.

INSTRUCTIONS

1. Write your name, course number, section number, instructor's name and the number of your book on each assignment page in the designated space.

2. Read each unit before you attempt the assignments, and read the directions on each of the assignment pages very carefully before you begin.

3. The library staff will keep records on your progress with the workbook and will report your status to your English instructor on a regular basis. It is your responsibility to complete the assignments on or before the due dates. Deposit each assignment, as you complete it, in the LSM box in the library.

4. After the assignment has been graded, it will be returned, and if revision is needed you will be directed to re-submit your revised work.

5. When you have completed all of the assignments and answered every question correctly, your English instructor will be notified that you have finished the library skills requirement for Composition I.

INTRODUCTION TO THE LEARNING RESOURCES CENTER

Library Tour

Prescott Campus

The Learning Resource Center is located in the first floor of building number three (3), the Statler Building. The L. R. C. contains approximately 40,000 books, subscribes to approximately 480 periodicals, and has a collection of slides, film strips, tapes and records. While the services and collections of this library are designed to meet most of the basic study needs of the undergraduate, referrals aremade to other libraries by the reference librarians whenever necessary.

Verde Campus

The Verde Campus library is situated in the patio area across from the Administration office. This library contains approximately 6,200 books and subscribes to approximately 135 periodicals and newspapers. There is a collection of slides, film strips and A/V equipment for student use in the library.

The size of the library makes a guided tour unnecessary. However, this self-paced, self-directed tour will help you familiarize yourself with the various library tools.

ONE

Using the Yavapai College Library

HOW TO CHECK OUT A BOOK

Present your Yavapai College I. D. card at the circulation desk and fill out a Borrower's Card. Out-of-town students will be asked for their parent's name and address or a local reference. Residents of Yavapai County will be asked to give the name and address of a local reference - someone who would know your whereabouts if you have moved or changed mailing addresses. There is no limit to the number of books which may be checked out to one person. College Library books circulate for three weeks.

HOLDS

If the book is not on the shelf in call number order, it may be charged out or in use in the library. Check the shelves nearby, then ask at the Circulation Desk for a "HOLD" Card. Fill this out with call number, author and title of the book you want, include your name and address and phone number, and you will be notified when the book comes in. The book will be held for you at the Circulation Desk for one week.

HOW TO RETURN A BOOK

Return a book which has been checked out, to the book return slot at the Circulation Desk when the library is open. After the library is closed you may use the book return chute at the library or the book drop at the entrance to the college. (Reserve books must be returned directly to the Circulation Desk).

FINES

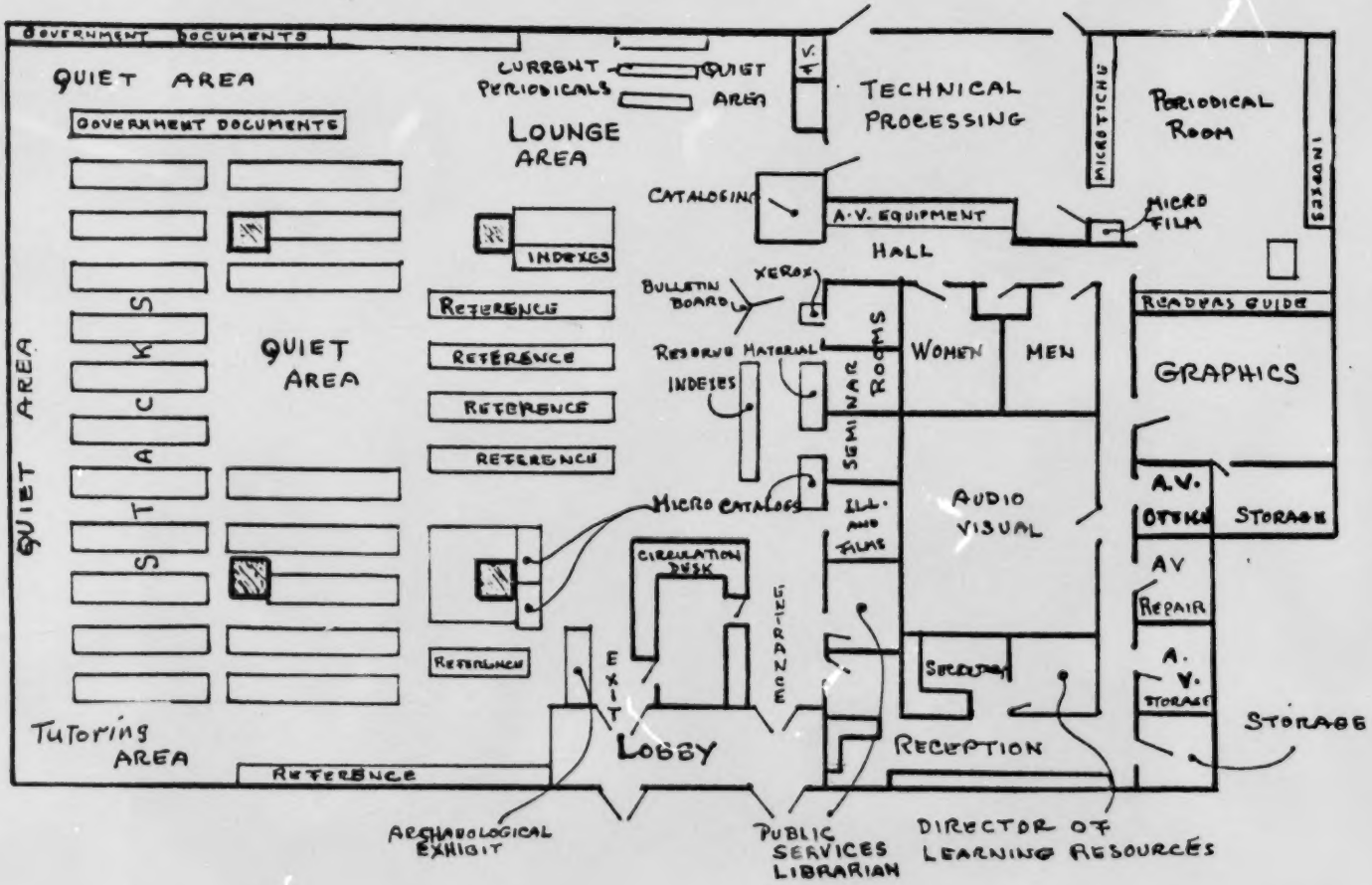
21-day Books: $2.50 per week, beginning the day after the due date.

Reserve Books: $1.00 per day.

LOST BOOKS AND RECORDS

Report a lost book as soon as you believe it is lost. A note will be made of the date and no fine will be charged past that time. If the material is not found and returned within a month, you will be asked to pay the price of the book, plus a $10.00 processing fee for replacing the item. If the material is found before it has been replaced, the cost of the book and the processing fee will be refunded.

YAVAPAI COLLEGE LIBRARY



Book number _____
Name _____
Eng. _____ Sec. _____
Instructor _____

ASSIGNMENT ONE

Library Tour

Learning to use a library effectively can make the difference between success and failure at college. The first step is to know your way around the building itself, to know where to find water fountains, the bathrooms, as well as the encyclopedias, the atlases, the newspaper, and other materials. Rather than take you in a group on a guided tour, we have designed a self-paced, self-directed tour of the College Library.

Study the map on the preceeding page. Then find the twenty numbers which have been placed around the library and identify the library materials or services nearby.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
16. _____
17. _____
18. _____
19. _____
20. _____

Fill our a Borrower's Card at the circulation desk and have the attendant initial here: _____

Book number _____
Name _____
Eng. _____ Sec. _____
Instructor _____

TWO

The Stacks

HOW TO LOCATE A BOOK

All College Library books are shelved in open stacks in the main reading room. All books are shelved by call numbers, which group books according to subject. The call numbers start with one or more letters of the alphabet and are arranged in alphabetical order, with the A's starting in the far corner at your left when you come into the library. Reference works, which do not circulate, are shelved in the shelf against the wall and in the low shelves near the microfilm catalogs.

When you have found the right section, locate the first letter of your call number (H, for example). Then look for the second letter, if there is one. Plain H comes before HA, and HM comes after HJ and before HX. Then look for the particular number which is the second portion of the call number. The third portion of the call number should read as though there were a decimal point before the number. Thus,

HM 23 S56	will be shelved before	HM 23 S8	because .56 is smaller than .8.

1. Go into the stacks and find the books with the call numbers listed below. Write the title of each of the books. If the book with the call number you are looking for is not on the shelf, substitute the call number of the book that is next to the place it should be on the shelf and write its title.

   a. **AZ999.B87**

   Title: _____

   b. **TS725.C48 1970 c.3**

   Title: _____

   c. **PN6110.H8B7**

   Title: _____

THREE

The Microfilm and the Card Catalog - Author and Title Approach

HOW DO I FIND BOOKS?

We have open stacks, which means that you may browse and choose any books or records that strike your fancy. To find information quickly, however, go to a catalog first.

In this library you will need to use the microfilm catalog. The information given is the same as given in traditional card catalogs.

The Microfilm Catalogs located near the entrance contain the holdings of several other libraries as well as ours.

When looking for a book by title look under the first word of the title (disregarding "A", "An", and "The" if they are the first word of the title); i.e., for The Old Man and the Sea - look under Old; for A Quiet House - look under Quiet. Libraries do not disregard "a", "an", or "the" when they fall within a title.

If you don't know the title, or just want books by a particular author, look in the author section under the author's last name. For example, for Kurt Vonnegut - look in the V's; for books by John Steinbeck, look in the S's.

In card catalogs, used by many libraries, the call number is in the upper left-hand corner of the card. Always jot down the complete call number and take it to the stacks to find the book. In the microfilm catalog, this number will be at the end of the entry. (See the examples).

AUTHOR CARD

RC
506
W83i

Wolstein, Benjamin.
Irrational despair; an examination of existential analysis. New York Free Press of Glencoe, 1962.

200 p. 22 cm

1. Psychoanalysis 2. Existentialism I. Title

RC506.W65 131.3469 62-15356

Library of Congress

SUBJECT CARD

EXISTENTIALISM

RC
506
W83i

Wolstein, Benjamin.
Irrational despair; an examination of existential analysis. New York Free Press of Glencoe, 1962.

200 p. 22 cm

1. Psychoanalysis 2. Existentialism I. Title.

RC506.W65 131.3469 62-15356

Library of Congress

AUTHOR ENTRY
in the
Microfilm Catalog

Steinbeck, John, 1902-
In dubious battle. (New ed.).
New York, Viking Press. (1963, c1936). 313 p. (00431822)
YC PZ3.S8195In

TITLE ENTRY
in the
Microfilm Catalog

East of Eden.
Steinbeck, John, 1902-1968.
(Autographed 1st ed.). New York, Viking Press. 1952.
CA PS3537.T3234E3 1952
MCk PS3537.T3234E3 1952
YCv PS3537.T3234E3 1952

Book number _____
Name _____
Eng. _____ Sec. _____
Instructor _____

ASSIGNMENT THREE

Catalog - Author and Title Approach

In this assignment you will learn to find books in the library when you know either the author or the title of the book.

1. First, view the slide/tape program "The Microfilm Catalog" which is in the audio-visual room. Then answer the following questions:

   a. How does the microfilm catalog differ from the traditional card catalog?

   _____

   _____

   b. What are the advantages of Yavapai Colleges Microfilm catalog?

   _____

   _____

2. Assume you know the authors of the following books. Look up each one in the author section of the catalog and give title and call number:

   a. Find a book by **James Q. Wilson**:

   What is the title? _____

   What is the call number? _____

   b. Find a book by **Elijah Avey**:

   What is the title? _____

   What is the call number? _____

3. Now, suppose you know only the titles. In the title section of the catalog find the author's name and the call number of each:

   a. The title is **The Natural Vegetation of Arizona**:

   Who is the author? _____

   What is the call number? _____

   b. The title is Novels and Novelists

   Who is the author? _____

   What is the call number? _____

FOUR
The Subject Approach

In Lesson Three you learned to look up books in the catalog by author or title; however, often you will want information on a subject for which you don't have authors or titles. It is therefore important to know how to use the subject section of the catalog and the Library of Congress Subject Headings book.

A. THE SUBJECT CATALOG

Subject Headings

As you look in the subject section of the microfilm catalog note that subject headings are printed above the entries in capital letters: SCIENCE, MUSIC, CHILD ABUSE, UFO'S.

It is important to realize that under the Library of Congress system, books on a particular subject may be cataloged in widely different part of the library. For example, note the three books on the subject NUTRITION:

SUBJECT ENTRIES

NUTRITION
Altman, Philip L.
Metabolism, (1968).
YC QP141.A63

Arlin, Marian Thompson.
The science of nutrition.
(1972).
GR TX354.A75
MCk TX354.A75

Arnow, Leslie Earle, 1909-
Food power: a doctor's guide
to commonsense nutrition.
(1972).
YC RA784.A75

Each of these books on nutrition is in a different section of the library. The first one whose call number is QP141.A63 is in the science area. The second one, TX354.A75, is with the cookbooks. And the third one, RA784.A75, is in the medical section. There are also nutrition books in the anthropology area and in social sciences. So you can see that if you go to one section hoping to find all the books on a subject, you might easily miss many of them.

Subdivisions

Many subject headings have subdivisions which break down or limit the subject by time, topic, form, or place:

Time subdivision:
AMERICAN LITERATURE--1783 - 1850
ITALY--HISTORY--1268 - 1492
KOREA--HISTORY--1960

Topic subdivision:
MUSIC--POPULAR SONGS--ARIZONA
KING, MARTIN LUTHER--ASSASSINATION
INDIANS OF NORTH AMERICA--COUNCILS

Form subdivision:
KINGMAN, ARIZONA--MAPS
JUNIOR COLLEGES--DIRECTORIES
MUSIC--DICTIONARIES

Place subdivision:
JAZZ MUSIC--NEW YORK
JUNIOR COLLEGES--ARIZONA
MUSIC ENGLAND

Subdivisions, along with other subject headings, are listed alphabetically, word by word in the catalog.

Tracings

Another thing to be aware of when hunting for subjects is the existance of "subject tracings" for each book cataloged. The tracings are the subject headings under which a book is listed. Each book in the library is listed under author, title, and one to five appropriate subject headings. To learn the subjects under which a book has beed cataloged, look in the author entry for that book. At the end of the author entry the tracings are given:

Klamkin, Charles.
Weather vanes; the history, design, and manufacture of an American folk art. New York, Hawthorne Books. (1973). ix, 209 p. illus. 29 cm.
Bibliography: p. 201.
(00176819)
1. Vanes--United States.
2. Folk Art--United States.
NP NK9585.K54 1973

The above book by Charles Klamkin is cataloged under the subjects "Vanes--United States" and "Folk Art--United States". So if we wanted more books about weather vanes, we should look under these two subject headings.

B. PERSONAL OR PLACE NAMES AS SUBJECTS

Sometimes the subject about which you need information is a proper name. If you look in the subject section of the microfilm catalog, you will find names of important people in all fields as well as names of places. Personal and place names may be subdivided:

PRESCOTT, ARIZONA - HISTORY

PRESCOTT, ARIZONA - MAPS

STEINBECK, JOHN, 1902-1968--BIOGRAPHY

STEINBECK, JOHN, 1902-1968--CORRESPONDENCE

C. LIBRARY OF CONGRESS SUBJECT HEADINGS (LCSH)

When the subject you want is not in the catalog, consult the Library of Congress Subject Headings (LCSH), the two red books on the catalog table between the two microfilm catalogs. The LCSH is a guide to all subject headings used by the Library of Congress in cataloging books, and since we use Library of Congress cataloging, it is our guide too. This helpful work not only guides you to different terms which are used but it also directs you to related subject headings, and can help you broaden or narrow your subject.

Book number _____
Name _____
Eng. _____ Sec. _____
Instructor _____

ASSIGNMENT FOUR

The Subject Approach

Please study the foregoing pages in Lesson Four before beginning this assignment.

A. Use the subject section of the microfilm catalog to answer the following questions:

1. What are the author and title of a book Yavapai College library has on **JOHN BROWN**?

   Author: _____

   Title: _____

2. What is the call number of a book on **LAW**?

   Call Number: _____

3. What subdivisions are there for the subject **POLICE**?

   _____

   _____

   _____

4. What is the call number of audio-visual materials (film strips or slides) on **BIOLOGY**?

   Call Number: _____

5. Phonograph records are listed as "discs" and are numbered sequentially as the library recieves them rather than by subject. What is the call number for a recording on **FAIRY TALES**?

   Call Number: _____

6

B. Use the Library of Congress Subject Headings (LCSH), the red books on the catalog table to answer the following:

1. Suppose you need information on **NAVAJO** which is not listed in the microfilm catalog. What usable subject heading do you find in Library of Congress Subject Headings (LCSH)?

   Heading: _____

2. LSCH also gives useful "see also" headings. Designated "sa", these references suggest related subjects, usually more specific or narrower than the original headings. You will notice also headings labeled "xx" which are broader related headings under which you will find additional material.

   Find see also, "sa", subject headings under which one should look for more information on the following subjects:

   SCALP:

   _____

   MUSTANG:

   _____

FIVE

The Library of Congress Classification System

Books in this library are arranged on the shelves according to the Library of Congress Classification System. Public libraries and school libraries usually use the Dewey Decimal Classification System. The LC system groups books into broad subject categories which are identified by a letter of the alphabet. These broad categories may be further subdivided by additional letters. The specific subject of the book is defined by the number following the first letter or letters. Look closely at the call numbers of these two books:

JL
952
B934
Burnett, Ben G.
Political forces in Latin America. 1968.

JL
1231
S428
1964
Scott, Robert Edwin
Mexican government in transition.
Rev. ed. 1964.

The J classification includes books about political science. JL is the subdivision for books about the political science of the Americas outside of the United States. JL 950 to JL 979 are numbers reserved for the political science of Latin America in general. JL 1200 to JL 1299 are reserved for the political science of Mexico.

Following the initial combination of one or more letters with a number, you will find a further group composed of a single capital letter followed by one or more digits. This is used to represent the author's name and is called the Cutter number. In the examples above, B934 stands for Burnett and S428 stands for Scott. By putting the Cutter numbers in order within any subject

number, the books are arranged alphabetically by their authors. Another example:

JL
952
J633 Johnson, John J.
Political change in Latin America:
the emergence of the middle sectors. 1958

The book is on the same subject as the book by Burnett above. By putting the two books in order according to their Cutter numbers, B934 and J633, the book by Burnett will come before the book by Johnson on the shelf.

In cases where a book has been republished in a new or revised edition, the new date of publication is added below the Cutter number to distinguish it from other editions of the same book. An example of this may be seen above in the call number for the book by Scott. When the library has more than one edition of the same book, the call numbers will be the same through the Cutter number, and will be arranged in order by the date which follows.

S	S	S
21	21	21
.A35	.A35	.A35
	1941	1943-47

A BRIEF SUBJECT INDEX TO THE LIBRARY OF CONGRESS CLASSIFICATION SYSTEM

Agriculture	S
Anthropology	GN
Archaeology	CC
Architecture	NA
Art	N
Astronomy	QB
Bibliography	Z
Biology	QH
Botany	QK
Business	HF
Chemistry	QD
Cook Books	TX
Dance	GV
Drama	PN
Economics	HB-HJ
Education	L
Fiction	PZ
Folklore	GR
Games	GV
Geography	G-GC
Geology	QE
History	
Africa	DT
Asia	DS
Europe	
France	DC
Germany	DD
Great Britain	DA
Russia	DK
Spain	DP
Latin America	F
North America	E-F
Oceania	DU
United States	E-F
World & General	D
Languages	PA-PM
Law	K
Library Science	Z
Linguistics	P
Literature	
American	PS
British	PR
Classical	PA
Children's	PZ
French, Italian, Spanish	PQ
Germanic	PT
Near Eastern	PJ-PK
Oriental	PL
Slavic	PG
Mathematics	QA
Medicine	R
Military Science	U
Music	M
Naval Science	V
Novels	PZ
Oceanography	GC
Philosophy	B-BJ
Photography	TR
Physical Education	GV
Physics	QC
Plays - see Literature	
Poetry - see Literature	
Political Science	J
Psychiatry	RC
Psychology	BF
Religion	BL-BX
Science	Q
Social Science	H
Sociology	HM-HV
Sports	GV
Statistics	HA
Technology	T
Zoology	QL

This brief listing is only an indication of possible classifications for books. Check the catalog for a complete record by subject, as well as by author and title, of all books in our collection.

SELECTED OUTLINE OF THE LIBRARY OF CONGRESS CLASSIFICATION

A - GENERAL WORKS - POLYGRAPHY

- AC - Collections Series
- AE - Encyclopedias (General)
- AG - General reference works
- AI - Indexes (Genral
- AM - Museums
- AN - Newspapers
- AP - Periodicals (General)
- AS - Societies, Academies
- AY - Yearbooks (General)
- AZ - General History of knowledge & learning

B - PHILOSOPHY - RELIGION

- B - Collections, History, Systems
- BC - Logic
- BD - Metaphysics
- BF - Psycnology
- BH - Aesthetics
- BJ - Ethics
- BL - Religions, Mythology
- BM - Judaism
- BP - Mohammedanism, Bahaism, Tneosophy
- BR - Church history
- BS - The Bible
- BT - Doctrinal Theology
- BV - Practical Theology
- BX - Special sects

C - AUXILIARY SCIENCES OF HISTORY

- CB - History of civilization & culture (General)
- CC - Archaeology
- CD - Diplomatics (Collections of documents, etc.), Archives, Seals
- CE - Chronology
- CJ - Numismatics, Coins
- CN - Epigrapny, Inscriptions
- CR - Heraldry
- CS - Genealogy
- CT - Biography, biography as an art, general collections, & individuals not indentified with any country (Note: Biographies and auto-biographies are generally found under particular subjects, & under names of countries, cities, etc.

D - HISTORY & TOPOGRAPHY (Except America)

- D - General history
- DA - Great Britain
- DB - Austria-Hungary
- DC - France
- DD - Germany
- DE - Classical antiquity
- DF - Greece
- DG - Italy
- DH-DJ - Netherlands (Belgium, Luxemburg, Holland)
- DK - Russia, Poland, Finland
- DL - Scandinavia
- DP - Spain & Portugal
- DQ - Switzerland
- DR - Turkey & The Balkan States
- DS - Asia
- DT - Africa
- DU - Australia & Oceania
- DX - Gypsies

E & F - AMERICA (HISTORY & GEOGRAPHY)

- E - America (General) & U. S. (General)
- F - U. S. (Local) & America except U. S.

G - GEOGRAPHY - ANTHROPOLOGY

- G - Geography (General)
- GA - Mathematical & astronomical Geography
- GB - Physical geography
- GC - Oceanography
- GF - Anthropogeography
- GN - Anthropology, Ethnology, Ethnography
- GR - Folklore
- GT - Manners & customs (General)
- GV - Recreation, Sports, Games, Amusements

H - SOCIAL SCIENCES - SOCIOLOGY

- H - Social sciences (General)
- HA - Statistics
- HB - Economic theory
- HC - Economic history & conditions, National production
- HD - Economic history: agriculture & industries
- HE - Transportation & communication

H - SOCIAL SCIENCE - SOCIOLOGY (CONTD.)
- HF - Commerce (General)
- HG - Finance
- HJ - Public finance
- HM - Sociology (General & theoretical)
- HN - Social histoy, Social reform
- HQ - Sex relations, Family, Marriage, Home
- HS - Associations (Secret societies, clubs, etc.)
- HT - Communities, Classes
- HV - Social pathology, Philanthropy, Charities & corrections
- HX - Socialism, Communism, Anarchism, Bolshevism

J - POLITICAL SCIENCE
- J - Documents
- JA - Political Science
- JC - Political science, Theory of the state
- JF - Constitutional History
- JK - United States
- JL - British America, Latin America
- JN - Europe
- JQ - Asia, Africa, Australia, & Pacific Islands
- JS - Local government
- JV - Colonies & colonization, Emigration & immigration
- JX - International law

K - LAW

L - EDUCATION
- L - General works
- LA - History of education
- LB - Theory & practice of education, Teaching
- LC - Special forms, relations & applications
- LD - U. S.
- LE - America except U. S.
- LF - Europe
- LG - Asia, Africa, Oceania
- LH - University, college & school magazines, etc.
- LJ - College fraternities & their publications

M - MUSIC
- M - Music (Scores)
- ML - Literature of music
- MT - Music instruction & study

N - ART
- N - Fine arts (General)
- NA - Architecture
- NB - Sculpture & related arts
- NC - Graphic arts in general, Drawing & design, Illustration
- ND - Painting
- NE - Engraving, Prints
- NK - Art applied to industry, Decoration & ornament

P - LANGUAGE & LITERATURE
- P - Philology & linguestics (General)
- PA - Classical languages & literature
- PB - Modern European languages
- PC - Romance languages
- PD - Scandinavian languages
- PE - English language, including Anglo-Saxon & Middle English
- PF - Dutch, Flemish, Afrikaans, & German languages
- PG - Slavic languages & literatures
- PJ - Oriental languages & literatures
- PK - Indo-Iranian, Indo-Aryan, Iranian, Armenian, Caucasian
- PL - Eastern Asia, Oceania, Africa
- PN - Literary history & collections (General)
- PQ - Romance literatures
- PR - English literature
- PS - American literature
- PT - Teutonic literature
- PZ - Juvenile literature in English & foreign languages

Q - SCIENCE
- Q - Science (General)
- QA - Mathematics
- QB - Astronomy
- QC - Physics
- QD - Chemistry
- QE - Geology
- QH - Natural history
- QK - Botany
- QL - Zoology
- QM - Human anatomy
- QP - Physiology
- QR - Bacteriology

R - MEDICINE
- R - Medicine (General
- RA - State medicine, Hygiene
- RB - Pathology
- RC - Practice of medicine
- RD - Surgery
- RE - Ophthalmology

RF - Otology, Thinology, Laryngology
RG - Gynecology & obstetrics
RJ - Pediatrics
RK - Dentistry
RL - Dermatology
RM - Therapeutics
RS - Pharmacy & materia medica
RT - Nursing
RV - Botanic, Thomsonian & eclectic medicine
RX - Homeopathy
RZ - Miscellaneous schools & arts

S - AGRICULTURE
S - Agriculture (General)
SB - Plant culture (General)
SD - Forestry
SF - Animal culture
SH - Fish culture & hatcheries
SK - Hunting sports

T - TECHNOLOGY
T - Technology (General)
TA - Engineering (General), Civil engineering
TC - Hydraulic engineering (harbors, rivers, canals
TD - Sanitary & municipal engineering
TE - Roads & pavements
TF - Railroad engineering & operation
TG - Bridges & roofs
TH - Building construction
TJ - Mechanical engineering & machinery
TK - Electrical engineering & industries
TL - Motor vehicles, Cycles, Aeronautics
TN - Mineral industries, Mining, Metallurgy
TP - Chemical technology
TR - Photography

T - TECHNOLOGY (CONTD.)
TS - Manufactures
TT - Trades
TX - Domestic science

U - MILITARY SCIENCE
U - Military science (General)
UA - Armies, Organization & distribution
UB - Administration
UC - Maintenance & transportation
UD - Infantry
UE - Cavalry
UF - Artillery
UG - Military engineering
UH - Other services

V - NAVAL SCIENCE
V - Naval science (General)
VA - Navies, Organiqation & distribution
VB - Naval administration
VC - Naval maintenance
VD - Naval seamen
VE - Marines
VF - Naval ordnance
VG - Other services of navies
VK - Navigation
VM - Shipbuilding & marine engineering

Z - BIBLIOGRAPHY & LIBRARY SCIENCE

Book number _____
Name _____
Eng. _____ Sec. _____
Instructor _____

ASSIGNMENT FIVE

Library of Congress Classification System

Using the previous pages of this workbook find the answers to the following questions:

1. With what letters do the call numbers of books on **British Literature** begin?

   Answer: _____

2. What do the letters **VB** stand for?

   Answer: _____

   What do the letters **CR** stand for?

   Answer: _____

3. Go into the stacks and look at the books with the call numbers from **F1408 - F1418.** What specific subject do these books have in common? (For example, for BF 721 to BF 723 the answer "Psychology" is too general; the specific answer "Child Psychology" will be found be looking at the books with these call numbers.)

   Answer: _____

Book number _____
Name _____
Eng. _____ Sec. _____
Instructor _____

ASSIGNMENT SIX

Periodical Indexes

Often people believe they have seen all the library has to offer when they have checked the card catalog or the microfilm catalog. They really haven't scratched the surface. The most up-to-date information on any subject is usually found in periodicals, magazines, journals, and newspapers. The way to find this topical information is to consult indexes.

You may be familiar with the Readers' Guide to Periodical Literature. Since it is a basic index, similar to many others, we will spend some time learning its format and features.

It is important to study the instructions in the front of reference works in order to become familiar with the arrangement of the book, the abbreviations used, and the information included. So, before answering the questions in the this lesson, leaf through the first few pages of volume 36 of The Readers' Guide (Index Table in the Periodical Room).

1. Study the page headed "Suggestions for the Use of The Readers Guide to Periodical Literature".

   How are authors and subjects arranged?_____

   _____

   Where is the Book Review section?_____

   _____

   Cross References
   We are told that see references are made from various subjects and personal names to the form used in the Readers' Guide. In other words, they lead us from terms we may think of to the appropriate term in the index:

   Clay, Cassius, See Ali, M.

   Reading groups, See Group reading

   Raza movement, See Mexican Americans

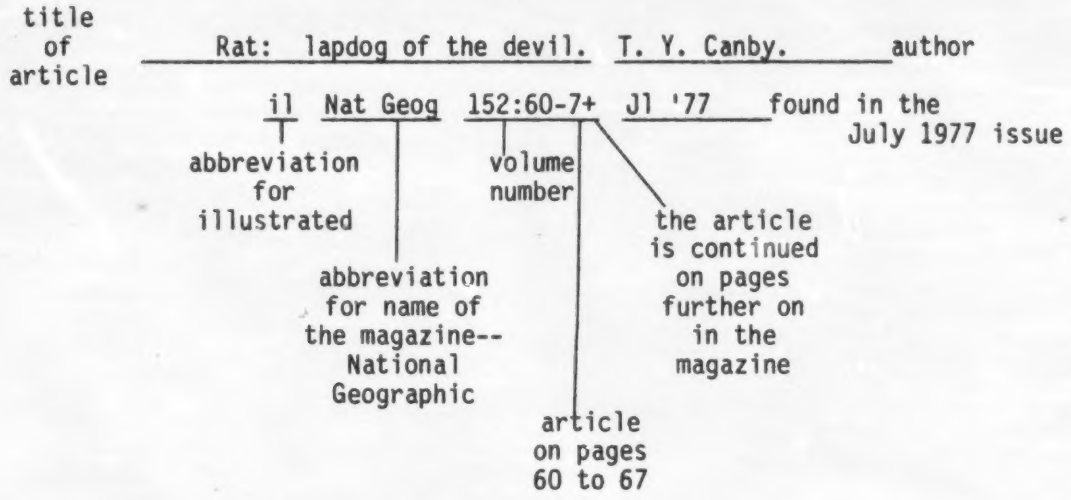
   Wrinkles, See skin

   What do see also references do? _____

   _____

6

2. Please study this bibliographic citation form, which is used by most magazine indexes to tell where to find articles:


title of article
Rat: lapdog of the devil. T. Y. Canby. author
il Nat Geog 152:60-7+ Jl '77 found in the July 1977 issue
abbreviation for illustrated
abbreviation for name of the magazine-- National Geographic
volume number
the article is continued on pages further on in the magazine
article on pages 60 to 67

3. Now consult the "Abbreviations of Periodicals Indexed" and note that the title of each periodical to which this library subscribes has been underlined in red. An open file on a table in the Periodical Room lists titles and dates of all our periodical holdings.

   What does the abbreviation Pub W stand for? _____

   Does Yavapai College Library have this periodical? _____

4. Find the following entry in this volume of The Readers Guide:

   An article on **Chewing Gum.**

   Author: _____

   Title of article: _____

   Periodical title: _____

   Volume: _____ Pages: _____

   Date: _____

   Is the article illustrated? _____

   Find this article on the shelf or on microfiche cabinet or microfilm and copy the first sentence here:

   _____

   _____

   _____

5. Find the citation of an article by **Jeanette Bruce.**

   Title: _____

   Volume: _____ Pages: _____

   Date: _____

   Periodical: _____

6. Find a book review of **Mahatma Ghandi and His Apostles** by **V. Mehta.**

   Periodical: _____

   Volume: _____ Pages: _____

   Date: _____

   Author of the review: _____

7. The Readers' Guide belongs to the Wilson family of periodical indexes. Check the index tables in the library and list four other Wilson Indexes our library has:

   a. _____

   b. _____

   c. _____

   d. _____

SEVEN
Book Review Indexes

Book reviews are published periodically in magazines, journals, and newspapers. Since Yavapai College Library is a relatively new library, we do not have many periodicals before 1968. Therefore, if the book for which you want to find reviews was copyrighted before 1968 and it is a work of fiction, drama, or poetry by an author who is generallly recognized as being an outstanding writer of quality material, you should ask a librarian how to find literary criticism.

There are special indexes to guide you to book reviews: The Book Review Digest, Book Review Index, and Current Book Review Citations. You will find these on index tables in the main reading room of the library.

To find a review of a book, you will need to know its author, title, and date of publication. If you have the book at hand, you can easily find these pieces of information. The date will be found either on the title page or on back of the title page.

The date is important as it determines which yearly volume of an index you should use to look for the book review. A book is usually reviewed soon after it has been published. If more than one date is given for a book, the earliest date is usually the one to use to find the reviews.

Book number _____
Name _____
Eng. _____ Sec. _____
Instructor _____

ASSIGNMENT SEVEN

A. BOOK REVIEW DIGEST — Book Review

When looking for book reviews, this is the index that you should probably try first. The emphasis of this index is on books for the general reader rather than the specialist. The annual volume covers the period from March to February of the following year. Therefore, if you do not find references to reviews for a book in the volume corresponding to the book's publication date, you shold not only check the following annual volume but also the preceding one.

The Book Review Digest not only lists references for reviews but it gives:

Full bibliographic information--basically: Author, title, total number of pages, price and publisher (and any other pertinent bibliographic information).

A summary of the book.

Excerpts (quotations) from some of the reviews.

Length of review--number of words.

Whether the review was favorable or unfavorable was also indicated in the earlier volumes by the use of plus and minus symbols; (+) for favorable and (-) for unfavorable.

The Book Review Digest is arranged alphabetically by author. There is a title and subject index at the back of each volume.

Find reviews for the following book in the Book Review Digest:

Laura: The Life of Laura Ingalls Wilder by Donald Zochert, 1976

1. How many excerpts from reviews are given? _____
2. What is the price of the book? _____
3. What does the summary say about the book? (quote the first sentence)

_____

_____

_____

BOOK REVIEW INDEX

This index does not give summaries or excerpts from reviews but its coverage is more comprehensive than Book Review Digest. More periodicals (magazines, journals, newspapers) are indexed and there are no restrictions that exclude books which receive only a small number of reviews. The names of almost all the periodicals are abbreviated, thus it is important to check the list of periodical abbreviations at the front of each volume.

This library has the Book Review Index from 1965 through 1976. The entries in each volume are arranged alphabetically by author. Only the 1976 volume has a title index, thus it is necessary to know the author to use the other volumes.

1. Look up the same book as in #1 in the Book Review Index;

   Is it listed? _____

   If so, find a review of the book in a periodical which our library has in its collection. Consult the list of our periodicl holdings in a notebook near the reviewing indexes. Cite the review here:

   Author: _____

   Title: _____

   Periodical: _____

   Volume: _____ Date: _____ Pages: _____

   Copy the first two sentences of the review:

   _____

   _____

   _____

C. CURRENT BOOK REVIEW CITATIONS

This index is similar in its coverage and listing format to Book Review Index. It is very comprehensive, indexing more than 1200 periodicals. Book Review Index was discontinued in 1976. The first volume of Current Book Review Citations is for 1976, thus you could consider it to be a replacement or substitute for Book Review Index from that year on.

Current Book Review Citations, published monthly, is the index you should use first to locate reviews of recently published books. The monthly paperback issues are replaced by a bound cumulation each year, extending its usefulness beyond just recent reviews.

Arrangement is alphabetical by author and there is a title index at the back of each volume.

1. Look the same book up in this index. If it was not in the Book Review Index (B), it will be listed in Current Book Review Citations.

   Is it listed? _____

   If so, find a review of the book in a periodical which our library has in its collection. Cite the review here:

   Author: _____

   Title: _____

   Periodical: _____

   Volume: _____ Date: _____ Pages: _____

   Copy the first two sentences of the review:

   _____

   _____

   _____

Book number _____
Name _____
Eng. _____ Sec. _____
Instructor _____

ASSIGNMENT EIGHT

Newspaper Indexes

As you know the most up-to-date written information usually comes to us in the daily newspaper. Our library subscribes to several newspapers which are put on racks in the lounge area each day as they come in.

Due to limited space in the periodical room we can keep these newspapers only about a month. However, we feel that The New York Times and The Christian Science Monitor are so valuable to our patrons that we have subscribed to microform editions in order to have back copies. Both these newspapers are well-written, credible, and are wide in scope. They contain literary, cultural, entertainment, and sports articles as well as complete national and international news coverage. Thus they are invaluable for research. We have both The New York Times and The Christian Science Monitor on microform from 1968 to the present, with indexes for each year to help you find articles and information quickly.

1. Find the New York Times Index in the periodical room. Read the article "How to Use the Index" and tell what the parts of this citation mean:

   F 19 IV 32:2

   F 19 means: _____

   IV refers to: _____

   32 is: _____

   2 is: _____

2. Go to the New York Times Index for **1973**, find an article on **Timex Corporation**. Give its location here:

   Date: _____ Page: _____ Column: _____

3. Find the article on microfilm from the New York Times cited in #2. Copy the first line here.

   _____

   _____

4. The Christian Science Monitor Index is on the same index table as The New York Times Index. Read "How to Use" in the front of the 1973 or 1974 index. Then in The Christian Science Monitor Index for **1974**, find an article on **Humor: Bumper Stickers**. Give its citation here:

   Date: _____ Page: _____ Column: _____

6

Book number _____
Name _____
Eng. _____ Sec. _____
Instructor _____

ASSIGNMENT NINE

Vertical File

The Vertical File collection in the L.R.C. is a file of up-to-date material on subjects which are of particular interest to YC students. Pamphlets, maps, clippings and other loose materials are given subject headings and filed alphabetically for easy finding. Information on local places and current popular subjects can often be found here. These materials, which circulate for 3 weeks and may be renewed, are kept in file cabinets in the corner of the main room, on the far right as you enter.

Pamphlets are cited in lists and bibliographies in the same manner as books:

Peters, Charles. University of Arizona Circulation System. Tempe, Arizona: the LARC Association, Inc., 1974.

Suppose you are writing two term papers. Look in the Vertical File for the folders on the two subjects listed below. From each folder select the pamphlet which is the most useful in preparing a paper on that subject, and give the title.

1. **Backpacking**

Answer: Title _____

2. **Historic preservation**

Answer: Title _____

3. List five other subjects found in the vertical file.

a. _____

b. _____

c. _____

d. _____

e. _____

Book number _____
Name _____
Eng. _____ Sec. _____
Instructor _____

ASSIGNMENT TEN

Government Documents

As you know federal government documents are listed in the Monthly Catalog of United States Government Publications published by The Government Printing Office, distributed monthly and cumulated semi-annually and annually. In order to learn more about this index, study the book on which has been placed on reserve for this course: on The Monthly Catalog

Burke, John Gordon and Carol Dugan Wilson,
The Monthly Catalog of the United States Government,
(Reserves, Z1223.A184)

It might be helpful to take this book back to the Government Documents section of the library, the far left corner as you come into the main large room.

A. The Superintendent of Documents Classification System

If you want to know all about the way this system works, study Appendix II, pp. 59-62 of the book cited above. Since it isn't necessary to know all this to use the system, a complete understanding of government documents classification system won't be required for this course.

It is important to know the general principles as described on page 59 and the top of page 60. Read this brief section and answer the following questions:

How are government documents grouped? _____

_____

What is the author symbol for:

Agriculture? _____ _____

Judiciary? _____

National Science Foundation? _____

Look over the list of classes in Appendix I, pp. 25-55. Since additions and changes in these classes occur rather frequently, there is no point in memorizing them. It is useful, though to recognize the general scheme.

List four agencies under the Agriculture Department:

1. _____
2. _____
3. _____
4. _____

Notice that the Census Bureau is under the Commerce Department. List three of the other important agencies which are listed under Commerce.

1. _____

2. _____

3. _____

On page 54 notice that congressional papers are designated "X" and the House of Representatives is "Y 1.2". What classification is given to Senate papers? _____

Turn to pages 37-42 and notice the large number of agencies publishing under the Department of Health, Education and Welfare. You may remember that Education was made a separate Cabinet Department in 1979. This will of course change the classification of Educational documents.

Punctuation is an important part of this classification scheme. A period always follows the letters and numbers which represent a government agency.

A 13. Forest Service in the Agriculture Department.

HE 17. Aging Administration, within HEW.

HE 20. Public Health Service, within HEW.

HE 21. Child Development Office, HEW.

A colon (:) follows each series designation:

1: annual reports

3: bulletins

5: laws

A slash or shilling mark (/) follows the number of an existing series to tie it in with new series.

All these characters make up the Superintendent of Ducuments classification numbers, which librarians and government publishers refer to as "SuDocs numbers". They look like this:

T 22.44/2: = Tax information under IRS which is in the Treasury Department

PrEx 4.4/3: = Circulars bublished by the DEP Economic Stabilization under the Office of the President.

These letters and numbers lead to materials on the shelves of the government documents collection in the same way that Library of Congress numbers lead to books in the general library collections--follow them alphabetically and numerically until you find the publication.

6

B. Using the Monthly Catalog

The best way to learn to use something is to use it, so after reading pp. 1-3 and studying 6 and 7 of Burke's book on the Monthly Catalog turn to the issues of the Monthly Catalog itself, shelved in carrels in the Government Documents area.

As you look through the Monthly Catalogs, note that each monthly issue contains indexes for finding publicatons by author, title, or subject. Note, too, the annual cumulations which now need several volumes to accommodate these three indexes.

If you want a specific publication whose author or issuing agency or title you know, look in the annual index for the year it was published, or the years you think it might have been published.

If you want material on a specific subject look first in the newest annual index then in the monthly indexes published since that and then in earlier annual indexes.

In the Monthly Catalog for **July 1979** find a publication by the **United States Office of Smoking & Health** (start by looking in the "Author Index").

What is the entry number? _____

What is the title of the publication? _____

_____

What is the SuDocs number (Superintendent of Documents classification number)? _____

Look on the shelves under this number. Does our library have this publication? _____

If you are having any trouble with this, refer to pages 6 and 7 in Burke or to the sample entry taped on the carrel containing the Monthly Catalogs. If these fail to help, ask the instructor or the periodicals clerk, who is in charge of Government Documents.

Look in the "Title Index" of the Monthly Catalog for **July 1979** find a publication called **Popcorn**.

What is its entry number? _____

What is its SuDocs number? _____

C. Index to U. S. Government Periodicals (shelved in a carrel in the Government Documents area).

New to our library, this computer-generated guide indexes articles in the wide range of periodicals published by our federal government. Its format is much like other indexes we have studied.

6

Inside the front and back covers or in the front of the index is a list of periodicals indexed. List 4 to which our library subscribes (they are underlined in red):

1. _____

2. _____

3. _____

4. _____

New issues are shelved in the current periodical area near the lounge section of the library. Back issues are shelved by SuDocs number in the Government Document section.

Articles from over 150 publications are indexed by author and as many subjects as necessary to give the user quick access.

Look over the abbreviations at the front of the index and study the sample entry and its explanation.

Find the citation to an article written in **1979** by **Kirby Harrison.**

Title of article: _____

Full name of periodicl: _____

Date: _____

What page or pages? _____

Does our library have this periodical? _____

Find an article about **Drainage** which this library has. Cite it here:

Author: _____

Title of article: _____

Periodical: _____

Volume, number, pages: _____

Date: _____

To find the SuDocs number of this publication one would have to look through several issues of the Monthly Catalog or the special Serials Supplement to the Monthly Catalog; however, the good people who put together the Index to U. S. Government Periodicals have helpfully included the SuDocs number in their list of periodicals inside the front and back covers of the index.

6

What is the classification number of the periodical with the article on **Drainage?**_____

How often is it published? _____

D. Arizona Documents

Yavapai College Library's growing collection of state documents is being cataloged and eventually will be listed in the microfilm catalog along with other books. Meanwhile, become familiar with this separate collection which is shelved to the left of the lounge area.

Notice that these Arizona publications are arranged by classification code which in most cases corresponds to a government agency.

Look for each of these classification codes and give the agencies they stand for:

1. EDD _____
2. HES _____
3. IAC _____
4. TRT _____

Look at some of the documents in an area which interests you. List a titles here:

_____

_____

_____

Note: There are also many publications about Arizona in the Federal government documents collection, particularly in the Geological Survey papers. These, of course, are accessed through the Monthly Catalog.

Book number _____
Name _____
Eng. _____ Sec. _____
Instructor _____

ASSIGNMENT ELEVEN

Interlibrary Loan

As you know, our microfilm catalog contains the holdings of three other college libraries, each with several branch campuses. Materials may be borrowed from any of these libraries by filling out the yellow interlibrary loan request form, near the catalogs.

If you need materials not listed in our catalog, ask for an interlibrary loan form, at the circulation desk, and fill it out completely. Before requesting materials from other libraries, our Interlibrary Loan Assistant must verify the citation. This means that a listing of the book or periodical article must be found in a reliable bibliography such as:

Books in Print
The National Union Catalog
The Readers' Guide to Periodical Literature
Business Periodicals Index
Or a bibliography in another book or article

You must give this source completely (including volume number, dates, and page numbers) so the assistant can check it before sending the interlibrary loan request.

Assume you need books and magazine articles which are not available in Yavapai College library. Your subject is **Grapes.**

1. Interlibrary loans from other colleges listed in our catalog.

   Look up your subject in the microfilm catalog. Fill out the yellow interlibrary loan form requesting a book from another college library. Hand it in with this assignment.

2. Interlibrary loans for books not listed in our catalog.

   First look in the Subject Guide to Books in Print (Ref Z1215.P973) to find more books on the same subject. Fill out a blue interlibrary loan card, available at the circulation desk. Be sure to include all information including "source of reference."

3. Requests for photocopies of newspaper and periodical articles.

   Look for the same subject in the Readers' Guide to Periodical Literature or other periodical index. Fill out the "photocopy" interlibrary loan request form and hand it in with this assignment.

   Again, it is very important to give all the information, including the name, volume number, dates and page of the Readers' Guide or other index in which you found the citation.